



# Subscribe to Services Guide

Follow the instructions contained in this guide to subscribe to State of Delaware services.

## State of Delaware Single Sign-On Home page

Home

My Profile  
Manage My Information

Requests  
Catalog  
Track Requests

User Guides  
Change Challenge Questions  
Subscribe to Services  
Add/Update Email Address

State of Delaware Single Sign-On (DE-SSO)

Welcome to the State of Delaware Single Sign-On system for self registration and account maintenance.

Here you can maintain your DE-SSO account and request specific application access by subscribing to a particular agency's online services located in the catalog.

Click **Catalog**

## The **Catalog** page opens

Home Catalog

Catalog

Request Profiles

Service 1  
Description of Service

Service 2  
Description of Service

Available services will be listed under **Request Profiles**

Click the service you want to subscribe to

## The **Cart Details** page opens

Home Catalog

Cart Details

Back To Catalog Submit

Target Users

#	Name
1	

Cart Items

#	Display Name	Status
1		Not Ready to submit

Remove Details

Details

Ready to submit

Instructions for obtaining access to the service will be located in the **Details** section

When the access instructions have been successfully completed you will be taken to the **Summary Information** page

Continue to the next page

## The Summary Information page opens

Request Id

Requester

Requested Date

Status

Effective Date

Parent Request ID

Justification

Request Type

Request Details

Approval Details

Target Users

User Login	E-mail

Related Requests

Beneficiary	Request Id	Requested Item	Status
No data to display.			

Cart Items

#	Display Name
1	

Details

A link to the services you subscribed to will be located in the **Details** section. Click the link to access the service.

Withdraw Request

Quick Reference Guide

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